



Coast Guard Flag Voice 22

OFFICER CAREER DEVELOPMENT GUIDEBOOK Second Edition

The Commandant signed a personal letter on 8 Dec 98 endorsing the release of the Officer Career Development Guidebook, second edition. The letter is attached below. After final proofing and preparation, the guidebook was sent for printing this week. Our plans are to mail one copy to all CG units and give a copy to every new officer at their accession. This revised guide will be non-bound and three hole punched to allow for local reproduction. The printed copies should be mailed by 1 Mar 99. The Commandant's letter reads as follows;

To present and future Coast Guard leaders:

I am pleased to present the second edition of the Officer Career Development Guidebook. This new version presents updated information in a more easily understood format.

This book is principally about preparation. Those who seek responsibility and authority must prepare themselves to fulfill the trust to which they aspire. Read thoughtfully, this guidebook will help prepare you for greater challenges in the Coast Guard.

The Officer Career Development Guidebook is intended as a leadership guide as much as a self-help tool. Use it to plan your own career, but study also the information pertaining to career steps you've already passed. Prepare yourself to advise junior officers and enlisted personnel who seek opportunities like the ones you've enjoyed.

Please accept this book with my sincere wish that it will prove useful in equipping you both to achieve your goals for the future and to fulfill your present leadership development responsibilities.

Sincerely,

//s//

J. M. LOY

Admiral, U.S. Coast Guard

This guidebook was prepared by the Leadership and Professional Development division at CG Headquarters, with extensive input from program managers, such as, operations, marine safety, reserve and training, and personnel management. It was prepared to assist officers in making informed career choices and for supervisors to use as a counseling tool for junior officers. It also provides information on the officer personnel system and career planning in general, including the value of various assignments.

Access. The entire version is available now on the web, through Adobe Acrobat, on the Office of Leadership and Diversity web page. The address is;

<http://www.uscg.mil/hq/g-w/g-wt/g-wtl/ocgb/index.htm> Note: If you do not have Adobe Acrobat you can download the file from the web site.

The guidebook has also been posted on the G-W intranet. The web site is: http://cgweb.hsc.uscg.mil/G-W/gwhome/OC_site/whatsnew.html

It can also be found deep in the Capability section at the following address: http://cgweb.hsc.uscg.mil/G-W/gwhome/OC_site/prof.html

The guide has also been posted in the Human Resources Forum site.

Benefit. Commands should use this book as a cornerstone for professional development. Whether you have an enlisted member striving for a commission, a reservist desiring information on the Mentoring Program, or a civilian supervising a separating military member, everyone in Team Coast Guard can benefit from some portion of this book. This edition has been redesigned for even easier use and maintenance. Commands are encouraged to make this guidebook available for all personnel. It is recommended that the master copy be kept in a unit library so individuals can reproduce sections as needed. Bulk reproduction of this book at the unit level is authorized.

Feedback. Field input indicated those who used the original edition of the guidebook found it valuable. Your comments are welcome about this guide. The book includes a comment form for your use. We also encourage you to submit ideas for future workforce career development resource guides.

Additional information on the Officer Career Development Guidebook, second edition, can be obtained from ENS Lynda C. LeCrone, COMDT (G-WTL-2), 202-267-2532 or email at llecrone@uscg.mil.

Regards, FL Ames

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